

## Virtual Meets: Sanctioning Process

After speaking with representatives from USA Swimming, the virtual meet sanction process is as follows:

- One team participating in the virtual meet should plan on becoming the host.
  - Host responsibilities include:
    - Development of **ONE** meet announcement for the meet (template on Gulf Swimming with new Covid-19 / Safety verbiage)
    - Order of events
    - Fee structure, if applicable
    - Return to Competition Plan
    - Supplemental Documentation for Hosting
    - Pre-meet registration recon submission according to LSC policy
    - The merging of the meet for scoring and awards, if applicable
    - Submission of any fees according to LSC policy
    - Submit file for uploading to SWIMS after merging and scoring/placing
    - For OTS, identify administrators from each venue to enter official sessions
- Each team participating is responsible for:
  - Their own sanction application (new version being created by USA Swimming to list all personnel that will be working at your venue – available soon!)
  - Their own payment (\$50 per day via GulfPay; Intrasquad, Dual and Tri Meets are \$50 per meet via GulfPay)
- Reminders:
  - Please be sure all personnel credentials are up to date. This tends to slow the sanction process down when personnel are out of date and need to re-certify in certain areas.
  - The current GULF meet template should have the following listed, but please verify just in case: Drone Statement, Deck Changing Statement, Audio/Visual Statement, MAAPP Policy
  - Typically, meet announcements are due 8 weeks out. Given current circumstances, the sanctioning process can be completed if announcements, payment and applications are sent in at least 10 days prior to the meet.
- Helpful Links
  - For further information regarding building your Return to Competition Plan, Supplemental Documentation Plan and all essential verbiage that must be included, please click on the [USA Swimming Return to Competition link](#).
  - For further information regarding Virtual Meets, click on the [Sanctioned vs. Non Sanctioned Virtual Meet link](#). You can also find helpful information if you scroll down on this page and click on the [Virtual Meet Information document](#) under the Resources tab.